

CITY COUNCIL MEETING

AGENDA ITEM I



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

September 10, 2012 City Council Meeting

Subject: Approval of Minutes

Motion: "I move that the Franklin City Council approves the minutes of the June 25, 2012 City Council Budget Workshop Meeting and the August 6, 2012 City Council Meeting."

Mayor calls for a second, discussion and the vote.

**CITY COUNCIL BUDGET WORKSHOP MEETING
JUNE 25, 2012**

Call to Order

Mayor Merrifield called the meeting to order at 6:00 p.m. in the Council Chambers, Franklin City Hall. Salute to the Flag was said led by Councilor Feener.

In Attendance

Councilor Boyd, Councilor Feener, Councilor Dzujna, Councilor Desrochers, Councilor Sharon, Councilor Trudel, Councilor Cournoyer, Manager Dragon and Mayor Merrifield.

Absent

Councilor Starkweather and Councilor Clarenbach.

Mayor Merrifield advised that the Council will first be going into a non-public session.

Motion made by Councilor Feener that the Franklin City Council enter into non-public session under RSA 91-A:3, II A, the dismissal, promotion, or compensation of any public employee, motion seconded by Councilor Boyd.

Roll Call Vote:

***Councilor Cournoyer – Yes
Councilor Trudel – Yes
Councilor Sharon – Yes
Councilor Boyd – Yes***

***Councilor Desrochers – Yes
Councilor Dzujna – Yes
Councilor Feener – Yes***

All in favor, motion passes to enter into non-public session.

City Council came out of non-public session at 6:15 p.m.

Motion made by Councilor Feener that the Franklin City Council seal the minutes of the non-public session because releasing them would make the action taken ineffectual. Motion seconded by Councilor Desrochers.

Roll Call

***Councilor Cournoyer – Yes
Councilor Trudel – Yes
Councilor Sharon – Yes
Councilor Boyd – Yes***

***Councilor Desrochers – Yes
Councilor Dzujna – Yes
Councilor Feener – Yes***

Final Budget Review

Manager Dragon commented that Finance Director Milner has prepared a very good summary of the budget. She stated if you recall at one of the budget session we talked about the pickups that were not calculated in time for the manager's budget so that is \$28,656. If you look at the traditional tax cap formula there is a portion of it that would be allocated to the school and a portion that would be allocated to the City. \$18,913 would go to the City. At the last work session the Council had voted to go ahead with Granite State Animal Shelter for \$20,000 which then eliminated the Humane Society which was \$15,000 which is a difference of \$5,000. What is being proposed is the Fire Station roof appropriation be moved to the Manager's contingency line and was discussed at one of the work sessions as the roof is being done out of this year's budget, it is in the budget and instead of leaving it in that line using it for any emergency capital or otherwise project that would come up leaves some flexibility for that. Mayor Merrifield stated so the \$61,000 that is proposed would be moved to the manager's contingency line and the bottom line stays the same. The property liability insurance increased and when the budget was prepared an estimate was used and we now have the actual bill and that is the portion, the \$4,728, that goes to the General Fund, there is a portion that is also allocated to the Water and Sewer fund so that net change leaves \$9,185 for the Council to consider allocating elsewhere. She recommended that also be moved to the manager's

contingency line for emergencies that may come up. She stated there are lots of needs but they may change and like every year we hold off and wait and see what is the top priority and how much money is left as the fiscal year comes to a close.

She commented on the Brownfield Grant that we now know has been awarded to Franklin and the creating a new line for that which is the \$200,000 EPA Grant. There is some Aquatic Resource Management Grant revenue that was awarded but has not been expended and instead of having to go through the process of appropriating that again which is \$103,746. Lastly she advised is a housekeeping item which needs to be corrected in the Code Book, the Fire and Police Reports is \$10.00 which is listed in the Code Book as \$1.00 per page. She basically there is \$9,100 difference to the positive.

Mayor Merrifield inquired the \$61,000 and the \$9,185 going to manager's contingency, why not capital reserve. Manager Dragon commented that capital reserve is more restrictive than manager's contingency and manager's contingency is a lot easier to access for emergencies and capital reserve has to be identified for a purpose and then is transferred over to be handled by someone else. Director Milner commented that if you recall capital reserve cannot be used for lease payments so if it happens that a truck or something breaks down and all that can be afforded is a lease payment you would not be able to use the capital reserve. Manager Dragon commented that many capital items are done through the manager's contingency line. Councilor Feener supported putting it in the contingency line. Councilor Boyd commented he agrees with Councilor Feener to put it in the contingency line.

Councilor Desrochers stated that several residents commented to him that the school had something like \$360,000 left this year and he was advised it was \$372,000. Years past they had \$146,000, and a year or so ago they wanted to spend \$120,000 for light on the athletic field. He stated it is time that the school department helps contribute to the City, especially when you have an excess of over \$300,000. Councilor Desrochers stated he would propose that the City take \$50,000 of their proposed budget and \$22,000 of that could be used to increase

City Council Budget Workshop Meeting

June 25, 2012

Page 4

the Veterans Exemption \$100 instead of the \$50 currently proposed. \$5,000 could be used for a roof on the MSD Building as the shingles are curling up. The City owes \$35,000/year for the ambulance payment and we have a contingency on that loan if we cannot pay it the Company will buy the ambulance back. \$17,500 could be used for half of the ambulance payment. \$4,500 would be left and could be put in the manager's contingency fund or leave in the budget. He stated he is not picking on the school but all the other City departments contribute to each other. The City could use a hand and it will benefit everyone in the City and this amount is about .3% of the school's budget.

Councilor Dzujna asked on the money that is left over does anybody know if that money is allocated for some other project. Councilor Feener responded that after a School Board meeting they encumbered \$370,000 for projects they will be doing at the different schools for the upcoming year. Councilor Dzujna stated he agrees with Councilor Desrochers that you see what these department heads do just to try to get the \$61,000 to put the roof on the Fire Station, how everybody skimped and saved and cut down at the end of the year to get the money for the roof. We all are in the same boat together and he wondered if the school district realizes that.

Councilor Cournoyer stated Councilor Desrochers hits a homerun in his book. .3% is a very modest number. Councilor Feener commented with the encumbered monies they plan to do Paul Smith roof, revamping the boys' locker room at the high school, and carpet at the Middle School. Councilor Desrochers commented he is not saying they have allocated the money foolishly. He further commented it was said that closing the Bessie Rowell School would save them \$700,000. This is the City of Franklin, we all need to work together; the City Manager cut \$370,000 from the City's budget this year. There doesn't seem to be any give and take, it appears to be all give.

Councilor Feener commented he was not pleased as the City has helped them out in the past and they come up with a windfall like that and spend it, too bad they don't think of themselves as part of the City instead of being independent of the

City Council Budget Workshop Meeting

June 25, 2012

Page 5

City. He stated \$50,000 might send a message to the district and he stated he would support it but it should be done at the public hearing and have the accounts set up where the money is going. Mayor Merrifield advised if the Council embraces this proposal, concerning the increase in the Veterans' Exemption we probably would need to check with the Assessing Department on the process to do so.

Councilor Boyd asked how much money did the School District get from the State of New Hampshire and was informed it was 9 million dollars. Councilor Boyd stated well taking \$50,000 from 9 million shouldn't be a problem. Councilor Boyd stated he agrees with taking the \$50,000 and it would probably send a proper message. And, he further stated he believes in helping the Veterans.

Manager Dragon commented that if this is the way the Council wants to proceed; it probably should be decided tonight as the resolution would have to be changed, the school number would need to be reduced, change the tax revenue and then change the veterans exemption. Director Milner stated the question she has if we are taking half of the ambulance payment, does that means we are to reduce what is being taken in by capital reserve by that half as there is already a full ambulance payment in the budget but it is being taken from capital reserve. Councilor Desrochers commented if the ambulance payment is reduced by half, why can't we put that half in capital reserve.

Councilor Feener pointed out that as long as you do not go over the bottom line, adjustments to the budget can be made the night of the public hearing and he commented it would make it more effective to do it the evening of the public hearing. Manager Dragon commented the exemptions have to be noted ahead of time and requires an ordinance change. Mayor Merrifield commented the exemptions are a very different issue; you are reducing the amount of taxes you are raising. Councilor Sharon asked if the monies could temporarily be placed in the contingency fund and Mayor Merrifield responded no as you would then have to raise taxes.

Motion made by Councilor Feener that the Franklin City Council approves Resolution #17-12 relating to the payment of like expenditures for both accounts payable and payroll until FY 13 Budget is adopted. Motion seconded by Councilor Trudel.

Mayor Merrifield read Resolution #17-12 into the record:

RESOLUTION #17-12

A Resolution relating to payment of necessary accounts payable and payroll in fiscal year 2013.

In the year of our Lord, Two Thousand Twelve,

WHEREAS, The City Council of the City of Franklin has not adopted a Budget for Fiscal Year 2013, which will begin July 1, 2012, and

WHEREAS, The City Council of the City of Franklin wishes that all necessary accounts payable and payrolls be paid during the month of July 2012, now

THEREFORE, BE IT RESOLVED THAT, The City Council of the City of Franklin does hereby authorize payment of like FY12 expenditures for both accounts payable and payrolls and the City Treasurer is hereby authorized to draw necessary drafts as approved by the City Manager/Superintendent up to the time that the 2013 Fiscal Year Budget is adopted by a roll call vote.

Roll Call Vote:

**Councilor Boyd – Yes
Councilor Clarenbach – Yes
Councilor Cournoyer – Yes
Councilor Trudel – Yes**

**Councilor Feener – Yes
Councilor Sharon – Yes
Councilor Desrochers – Yes
Councilor Dzujna – Yes**

Motion passes; Resolution #17-12 is approved.

Councilor Feener thanked Manager Dragon and the City staff for their work on the budget and making it much easier for the Council.

Councilor Trudel commented he would be interested in hearing from the City Manager concerning what she might think the funds should be used for. Manager Dragon stated there are many needs in the City. She stated the Veterans' Exemption is important and it has been put off for several years. She stated the roof on the Municipal Services building is something she wanted to get done; the ambulance payment will help take a little pressure off as it was to come out of the capital reserve account as this will leave a little cushion for the following year in capital reserve and monies for the contingency fund is very helpful. Manager Dragon did comment concerning the school the special education element is difficult to predict, they can have a good year and then a bad year. Councilor Clarenbach commented that for the Council as a body to take monies to plug certain holes without a consensus from both Boards of where we are really doing the most good for the overall community and talk about some of those shared goals is not prudent, he stated he feels we are taking a big mallet to try to bang sense into them and he stated he is not sure the end result we desire would be accomplished. As Manager Dragon had commented, the two Boards need to work together.

Councilor Cournoyer commented that this amount of monies really isn't that much and like Councilor Desrochers stated, give just a little. Some of the funds would be going to the Veterans who fought for this Country and are probably life-long residents of Franklin and have supported the School District. Councilor Feener commented that a couple of years ago the District was short and the City made it up for the school. He stated they are a department of the City and need to work with the other departments of the City. Mayor Merrifield commented that we are actually not talking about \$50,000 because we have additional funds from pickups that have not been included and we are assuming the school budget would be \$9,700 higher. Councilor Desrochers commented the purpose is not to

hit anyone over the head with a mallet but to do your fair share and he stated he does not feel the school is doing their fair share. Councilor Dzujna stated maybe the School and the City should start doing the budget together. Councilor Sharon commented perhaps combining the School and City Finance Departments into one department and have all the bills paid out of one department.

Mayor Merrifield called a short recess and then the meeting resumed.

Motion made by Councilor Feener that the Franklin City Council schedules a public hearing for Monday, July 9, 2012 at 6:00 p.m. in the Council Chambers, Franklin City Hall concerning Resolution #01-13. Motion seconded by Councilor Desrochers.

Mayor Merrifield read Resolution #01-13 into the record:

RESOLUTION #01-13

A resolution relating to Appropriations and Estimated Revenues for Fiscal Year 2013.

In the Year of our Lord, Two Thousand and Twelve.

Be it Resolved by the City Council of the City of Franklin that the following appropriations and revenues be made for Fiscal Year 2012-2013:

MUNICIPAL DEPARTMENTS

APPROPRIATIONS:

General Operations (MS-2):

General Government	\$1,779,578
Public Safety	4,468,992
Highways & Streets	1,378,921
Sanitation	864,663
Health	185,416
Welfare	197,365
Culture & Recreation	511,479
Debt Service	203,770
Capital Outlay	0
Interfund Operating Transfers Out	292,673
Total General Operations Appropriations	\$9,882,857

City Council Budget Workshop Meeting
 June 25, 2012
 Page 9

Other Funds:

Parks & Recreation Appropriations	\$19,000
Outside Police Detail Appropriations	9,960
Water Appropriations	1,492,383
Sewer Appropriations	1,317,352
Fuel Depot Appropriations	355,630
Capital Projects Appropriations	4,749,128
CDBG Grant Appropriations	588,957
Total City Appropriations	\$18,415,267

ESTIMATED REVENUES:

General Operations (MS-4):

City Revenues General Fund	\$3,623,100
Interfund Operating Transfers In	37,900
Local Taxation	6,221,856
Total General Operations Estimated Revenues	\$9,882,856

Other Funds:

Parks & Recreation Estimated Revenues	\$19,000
Outside Police Detail Estimated Revenues	9,960
Water Estimated Revenues	1,492,383
Sewer Estimated Revenues	1,317,352
Fuel Depot Estimated Revenues	355,630
Capital Projects Estimated Revenues	4,749,128
CDBG Grant Estimated Revenues	588,957
Total City Estimated Revenues	\$18,415,267

SCHOOL DEPARTMENT

APPROPRIATIONS:

General Operations	\$14,398,370
Food Service	751,831
Total School Department Appropriations	\$15,150,201

ESTIMATED REVENUES:

General Operations	\$9,870,140
Food Service	751,831
Local Taxation	4,528,230
Total School Estimated Revenues	\$15,150,201

MERRIMACK COUNTY

Estimated Tax to be Raised \$1,572,663

All in favor to schedule the public hearing on Resolution #01-13.

Motion made by Councilor Feener that the Franklin City Council schedules a public hearing on Ordinance #01-13 for Monday, July 9, 2012 at 6:02 p.m. in the Council Chambers, Franklin City Hall. Motion seconded by Councilor Trudel.

Mayor Merrifield read Ordinance #01-13 into the record:

ORDINANCE #01-13

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Twelve;

Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code, Chapter 160, Fees, 160-1 Fees charged for service by the City of Franklin be changed as follows:

	<u>Current Fee</u>	<u>Change To</u>
Commercial Hauler Administration Fee	\$10/ton	\$15/ton
Digging Permit	\$100/each	\$150/each
Microwave Oven Disposal Fee	\$20/each	\$5/each
Police/Fire Reports	\$1/page	\$10/each

Fee to be effective July 1, 2012

All in favor of scheduling the public hearing on Ordinance #01-13.

Motion made by Councilor Feener that the Franklin City Council schedules a public hearing on Ordinance #02-13 for Monday, July 9, 2012 at 6:05 p.m. in the Council Chambers, Franklin City Hall. Motion seconded by Councilor Desrochers.

Mayor Merrifield read Ordinance #02-13 into the record:

ORDINANCE #02-13

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Twelve;

Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code, Chapter 272, Optional Veteran's Tax Credit, 272-4 expanding war service credit as follows:

§ 272-4. Adoption of provisions; designated amount.

[Amended 9-14-1998 by Ord. No. 98-4; 9-4-2007 by Ord. No. 06-08]

The City of Franklin does hereby adopt the provisions of RSA 72:28, V and VI for an optional veterans' tax credit and an expanded qualifying war service period for veterans seeking the tax credit. The optional veterans' tax credit is \$250 rather than \$200.

Effective July 1, 2012.

All in favor to schedule a public hearing on Ordinance #02-13.

Acceptance of the EPA Brownsfield Grant

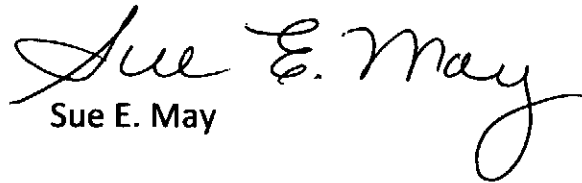
Motion made by Councilor Boyd that the Franklin City Council authorizes the acceptance of the Brownsfield Grant from the U.S. Environmental Protection Agency to be used for the cleanup of the City property located at 599-601 South

City Council Budget Workshop Meeting
June 25, 2012
Page 12

Main Street. The City Manager is authorized to sign all appropriate contracts or agreements and take any and all actions necessary to assist in the completion of this grant, including the expenditure of grant funds or other funds appropriated for these projects. Motion seconded by Councilor Desrochers. All in favor, motion passes.

Councilor Desrochers moved to adjourn, seconded by Councilor Feener. All in favor, meeting adjourned at 8:00 p.m.

Respectfully submitted,


Sue E. May

**CITY COUNCIL MEETING
AUGUST 6, 2012**

Call to Order

Mayor Merrifield called the meeting to order at 6:00 p.m. in the Council Chambers, Franklin City Hall. Salute to the Flag was said led by Councilor Dzujna.

In Attendance

Councilor Clarenbach, Councilor Boyd, Councilor Starkweather, Councilor Feener, Councilor Desrochers, Councilor Cournoyer, Councilor Sharon, Councilor Dzujna, City Manager Dragon and Mayor Merrifield.

Absent

Councilor Trudel

Comments from the Public

None

Legislative Comments

None

City Council Acknowledgements

None

Mayor's Update

Mayor Merrifield advised that last week the Deputy Under Secretary of the U. S. Department of Agricultural visited Franklin and visited the new Wastewater Treatment Plant in West Franklin. Mayor Merrifield commented he toured it operational for the first time and stated it is a wonderful facility doing great work for the City. It has been on-line for about 3 weeks removing iron and manganese

from the Water System, and preventing the brown water. An Open House is planning for sometime this and the Mayor encouraged everyone, especially children, to visit the plant.

Approval of Minutes

Motion made by Councilor Feener that the Franklin City Council approve the minutes of the June 11, 2012, June 19, 2012 City Council Budget Workshop Meetings and the July 9, 2012 City Council Meeting. Motion seconded by Councilor Sharon.

Mayor Merrifield stated that the July 9, 2012 minutes, Page 3, 4th line down, the word should be not.

All in favor; minutes approved as corrected.

School Board Report

Mr. Al Warner, School Board member gave the update. He advised the next School Board meeting is August 20th at 7:00 p.m. at the Middle School. First day of school for grades 1 through 12 is August 27th. He also advised that there is a need for qualified substitute teachers at all levels and if anyone is interested to contact the SAU 18 Office. Two institutes were held this summer, 4 days for Math and Science and 4 days for English and Social Studies. He stated a lot of progress has been made in the last year and the results would be shown in the test scores later this year. The SAU Office has moved to the back of the High School where Tiny Twisters was once located and the Franklin High School office has moved to where the SAU 18 was previously located.

Odell Park Cottage

Brownie Troop 22136 addressed the Mayor and Council concerning the Odell Park Cottage which has served as a meeting place for the troop. One of the youngsters spoke saying she felt the cottage was important but she considers it the heart of Franklin and it is where they meet. Mrs. Fulcher, Troop Leader stated they realize the cottage needs repairs and they willing to raise funds to help as well as they

have volunteers that are willing to work on the cottage. She stated then it could be used for other things besides scouting. One of the Boy Scout Leaders spoke saying the cottage is a meeting place for kids in the community that are not inclined to do things that are bad. He stated we are all willing to help keep the cottage. A couple of the boy scouts spoke stating they hoped the Odell Cottage would always be there for them and others. Resident Leigh Webb stated he wants to let the Scouts know they are not alone and the cottage is on the historical list but repairs can be made in a normal manner and he stated he would be there to help in any way he could. Mayor Merrifield advised that Director Alpers could be of some assistance too.

Manager Dragon advised that she and Director Sullivan at a staff meeting talked a little bit about the cottage and some of the issues with the building. She advised it is a lot more than just a few safety repairs and it is a lot more than some help from volunteers. The maintenance on the building has been pushed off and pushed off to the point now it will take substantial investments to bring it back where it needs to be. One of the things Director Sullivan talked about was the first thing that would be required would be an assessment of the building and then how that could be accomplished and keep the building in accordance with the historic nature of the area. We need to know how much it would cost to renovate the building. She stated the City would be happy to work with you to determine the cost and Director Sullivan is a great resource, he knows how to bring a project through and if that is what the Council wants to do and also with Director Alpers' assistance. Director Alpers advised she has met with Paul Mirski and she stated she has received a proposal from him for \$6,400 to do the initial assessment which will then tell us what repairs need to be done and she has asked the Girl Scouts and the Boy Scouts if they want to help her raise some funds to have the assessment done. Then if the Scouts and others know construction people who could assist in the repairs that would be very beneficial. Manager Dragon commented it should like the first hurdle is the \$6,400 for the assessment. She explained it is difficult for the managers and the Council to start a project without knowing the end result and how much it will cost to get from A to B. If you invest just \$5,000 or \$10,000 to fix the railing or to fix something else but the whole building is going to cost a whole lot more, we need to know what that whole lot more is going to cost before we begin anything. Mayor Merrifield commented that if the Council is to object that needs to be known before having

people put in the efforts to raise the \$6,400. He then asked if there are objections from the Council to have people fund raise for that purpose.

Councilor Desrochers commented he doesn't really have any objections to people fund raising for that purpose but he inquired if the assessment includes a mold assessment of the entire building. He stated the building floods at least twice a year in the basement, knee deep water and that is why the boiler sits up on blocks. Directors Alpers stated she believes that it would but that she would verify that. Manager Dragon stated there is the potential that you raise the \$6,400 and the cost is excessive and it could be decided it is too expensive to try and raise that amount of monies and it does not move forward past that.

Councilor Boyd commented that \$6,400 for someone to make an assessment on this facility and not to be negative but he probably would come back and say we are looking at \$100,000 to put that building in a good situation. For people and volunteers to go out and raise that kind of money and then be told the expense is too excessive is not a good thing. He stated he knows there are people in this community that have lived here a long time who do buildings, contractors, outstanding carpenters and builders, why wouldn't they donate their time instead of paying \$6,400. Mayor Merrifield commented he thinks what the City Manager is saying we have to know for sure what has to be done before we can ask someone to volunteer to do it. Mayor Merrifield commented maybe the thing to do is to ask the Scouts or any interested parties who would like to see the Cottage renovated to bring a formal proposal to the Council. Resident and Chair of the Historical Society commented that he feels the \$6,400 is an obstacle that doesn't need to be there; if we all put our heads together and there are other practical solutions. Mayor Merrifield stated we would then have something more formal to consider. It was agreed a proposal will be brought before the Council in October.

Mayor's Drug Task Force Update

Mrs. Traci Fowler, Coordinator for the Drug Task Force stated the goals of the Task Force are to establish and strengthen collaboration to support efforts to prevent substance abuse among youth and to reduce substance abuse as well as adults. Attached is a copy of her complete presentation. She also advised that

she is a staff of just one (herself) which makes it difficult at time as we rely heavily on volunteers. She stated that is something they will be looking into in the future to possibly at least have another person on the staff part-time.

Pre-Award Authorization to the Municipal Services Director

Motion made by Councilor Clarenbach that the Franklin City Council, in accordance with the Franklin City Code, Article III Section 4-15, B(3), grant pre-award authorization to the Municipal Services Director for the use of Barrie Miller's Well and Pump Service for the "Sanbornton Well Field, Annual Well Development and Replacement Project" and for "Water Department Emergency Pump Repair and Well/Repairs/Rehabilitation." Motion seconded by Councilor Starkweather. All in favor, motion passes.

Scheduling Date for the September City Council Meeting

Motion made by Councilor Desrochers that the Franklin City Council schedules the September 2012 City Council Meeting for Monday, September 10, 2012 at 6:00 p.m. in the Council Chambers, Franklin City Hall. Motion seconded by Councilor Clarenbach. All in favor, motion passes.

Establishing a Capital Reserve Fund for Bessie Rowell Community Center

Motion made by Councilor Feener that the Franklin City Council schedules a public hearing on Resolution #02-13 regarding the establishment of a Capital Reserve Fund for the Bessie Rowell Community Center for Monday, September 10, 2012 at 6:05 p.m. in the Council Chambers, Franklin City Hall. Motion seconded by Councilor Sharon.

Mayor Merrifield read Resolution #02-13 into the record:

RESOLUTION #02-13

A Resolution relating to the authorization for the City of Franklin to establish a capital reserve fund for the Bessie Rowell Community Center.

In the year of our Lord, Two Thousand Twelve,

WHEREAS, the City Council of the City of Franklin has approved the change in usage of the vacated Bessie Rowell school building as a community center, and;

WHEREAS, the funding plan for the community center has included an annual reserve for maintenance and repairs in the amount of \$20,000 with the three (3) agencies and the City each contributing \$5,000 annually towards that goal, and;

WHEREAS, the City Council has appropriated the annual funding in the FY13 budget, and;

WHEREAS, the City of Franklin recognizes that this type of reserve is subject to New Hampshire RSA chapter 34, Capital Reserve Funds for Cities, Now

THEREFORE BE IT RESOLVED, that at the scheduled meeting of the City Council on Monday, September 10, 2012, the City Council of the City of Franklin, New Hampshire does hereby adopt resolution 02-13 authorizing the City of Franklin Trustee of Trusts Funds to establish a new capital reserve fund titled Bessie Rowell Community Center for the purpose of capital maintenance and emergency repair of the Bessie Rowell Community Center

By a roll call vote.

All in favor, motion passes to schedule the public hearing.

Ordinance #03-13, Chapter 222.7 of the Municipal Code, Tobacco Use

Motion made by Councilor Feener that the Franklin City Council schedules a public hearing on Ordinance #03-13 for Monday, September 10, 2012 at 6:06 p.m. to consider adding the Bessie Rowell Community Center to Chapter 222.7 of the Municipal Code, Parks and Beaches, Use of Tobacco by a roll call vote. Motion seconded by Councilor Desrochers.

Mayor Merrifield read Ordinance #03-13 into the record:

ORDINANCE #03-13

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Twelve;

Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code, Chapter 222-7. Use of Tobacco, B. City recreation areas or facilities. The use of tobacco products is prohibited in the following City recreation areas or facilities as more fully described below.

Add the following:

(10) Bessie Rowell Community Center

All in favor, motion passes to schedule a public hearing on Ordinance #03-13.

Amending the 2008 Welfare Guidelines

Motion made by Councilor Dzujna that the Franklin City Council amends the 2008 Welfare Guidelines Page 22 under 1. Housing section b. Rental Rates as follows: Depending on family and unit size, Shall be paid at the rate of ½ of the rent up to a cap of \$500.00 maximum per month. The tenant will participate in their hosing expenses along with the City. Delete – rental rates range from \$125/week to \$950 per month. Motion seconded by Councilor Cournoyer. All in favor, motion passes.

Resolution #03-13/Full Faith and Credit Pledge regarding the Tiny Twisters and Head Start Grants

Motion made by Councilor Feener that the Franklin City Council authorize the Mayor to sign Resolution #03-13 Full Faith and Credit Pledge regarding the Tiny Twisters and Head Start CDBG Grant projects at the Bessie Rowell Community Center. Motion seconded by Councilor Sharon.

Councilor Clarenbach inquired this would be new restricted reserves, wouldn't the City be required to bank the \$588,000 as we are obligating money going forward. Director Milner responded no, the grant is reimbursement based; the City has spent the money and paid the bills before we were reimbursed by the grant. They want a lien on the City's property which he stated he feels is better than giving them cash. He stated in his opinion the funds have to go in restricted reserves because we owe it to them.

No, this would not qualify as a reserve of revenue as there isn't enough certainty that the event will take place that would require the City to pay back a portion of the grant. It is equivalent to reserving for a slip and fall that may occur next winter. There's not enough to record the reserve. These kinds of possibilities are why the City holds a certain amount of fund balance for stabilization. I think you are referring to OPEB benefits when you are speaking of reserve for employees. These benefits are different because as I, an employee, am working, I am earning those benefits. They are measurable and the event occurred – I worked for them. So they are different than this type of possibility.

Manager Dragon commented the City was required to show a list of all assets to show that the City has enough money, to show that we had enough assets that nothing had to be encumbered.

Motion passes by a vote of 7 yes and 1 no.

Local Government Center Policy Conference Items

Mayor Merrifield commented this is a very long document and he would recommend asking Councilors in order of the items as they are presented in the document if there is anything you have objection to, it will be discussed.

Motion made by Councilor Feener that the Franklin City Council authorizes the City Manager to represent the City Council's recommendations of the three policy committees of the Committee on Government Affairs in regards to Action positions, and Standing Policy positions. Motion seconded by Councilor Desrochers.

Mayor Merrifield requested the Councilors identify anything they would like to amend.

Councilor Cournoyer commented that he has not had a lot of time to spend on this, maybe 2 or 3 hours. Mayor Merrifield commented the motion authorizes the City Manager to represent the City Council which I don't believe anyone would have a problem with that and he suggested if Manager Dragon doesn't mind, perhaps the Council could come back at the September 10th meeting with input concerning any issues they would want to discuss or be against. Manager Dragon commented she likes to put these policies in for the Council to look at. She stated the ones she is most familiar with are the finance ones because she is the chair of that committee. The other ones she is not there for the discussions and if there are ones in the packet that are concerning to you she stated she could get answers if you want to call or email her. If there is something we are not sure about we can just vote no and pull them off.

Motion made by Councilor Feener that the Franklin City Council postponed further discussion at the Council level until the September 10, 2012 Council Meeting. Motion seconded by Councilor Cournoyer. All in favor, motion to postpone passes.

One Year Lease Extension for the Granite State Animal League

Motion made by Councilor Desrochers that the Franklin City Council approves the Granite State Animal Rescue League Lease through June 30, 2013. Motion seconded by Councilor Feener.

Councilor Starkweather commented Item No. 8 Health and Safety wherein it states the Lessee shall not store upon the premises any liquid or gas that have a flash point of less than 200 degrees F. Councilor Starkweather advised that propane has a 156 degree F flash point and therefore they would not be able to heat the building or have hot water.

Amendment motion made by Councilor Starkweather that Item 8 Health and Safety that the following sentence be added on "With the exception of using

propane for heat and hot water.” Amendment seconded by Boyd. All in favor, amendment passes.

Amendment motion made by Councilor Desrochers to change the address on the lease to their current address on Punch Brook Road and under Item No. 4, it should be changed to one year. Amendment seconded by Councilor Cournoyer. All in favor, amendment passes.

All in favor, motion passes as amended.

Resolution #04-13/supplemental appropriation in the amount of \$64,019 for an Afterschool Program.

Motion made by Councilor Dzujna that the Franklin City Council schedules a public hearing on Resolution #04-13 for Monday, September 10, 2012 at 6:07 p.m. in the Council Chambers, Franklin City Hall concerning the establishment of an Afterschool Program in the Parks and Recreation Department. Motion seconded by Councilor Feener.

Mayor Merrifield read Resolution #04-13 into the record:

RESOLUTION #04-13

A Resolution Relating to a Supplemental Appropriation for Fiscal Year 2013.

In the year of our Lord, Two Thousand Twelve,

WHEREAS, the City Council of the City of Franklin has adopted a budget for Fiscal Year 2013 which began July 1, 2012, and;

WHEREAS, the City Council recognizes the need for an afterschool program for City of Franklin children ages 5 through 13, and;

WHEREAS, the City Council understands that this afterschool program will be funded by user fees, and;

WHEREAS, the City Council wishes to establish an afterschool program for children ages 5-13 for the 2012/2013 school year, Now

THEREFORE BE IT RESOLVED, that at the scheduled meeting of the City Council on Monday, September 10, 2012, the City Council of the City of Franklin, New Hampshire does hereby adopt resolution 04-13 authorizing the creation of an afterschool program and further authorizing the following appropriations,

An increase in revenues:

Recreation Summer/Afterschool Program 01-5-211-34050-000 – Fifty-Five Thousand Three Hundred Sixty One Dollars (\$55,361),

And an increase in expenditures:

Special Program Wages 01-5-211-40123-000 – Eleven Thousand Two Hundred Sixty One Dollars (\$11,261),

Summer/Afterschool Program Wages 01-5-211-40121-000 – Thirty Thousand One Hundred Ninety Four Dollars (\$30,194),

Social Security 01-5-211-40220-000 – Two Thousand Five Hundred Seventy Dollars (\$2,570),

Medicare 01-5-211-40225-000 – Six Hundred One Dollars (\$601),

Worker's Compensation 01-5-211-40260-000 – One Thousand Five Hundred Dollars (\$1,500),

Unemployment 01-5-211-40250-000 – One Hundred Twelve Dollars (\$112),

Health 01-5-211-40210-000 – Eight Thousand One Hundred Thirteen Dollars (\$8,113),

Operating Supplies 01-5-211-40685-000 – Eight Hundred Fifty Dollars (\$850),

Motion made by Councilor Boyd to read Resolution #04-13 in title only, motion seconded by Councilor Starkweather. All in favor, motion passes.

Mayor Merrifield read Resolution #04-13.

All in favor, motion to set public hearing passes.

Ordinance #04-14 to establish an Afterschool Program Fee

Motion made by Councilor Feener that the Franklin City Council schedules a public hearing on Ordinance #04-13 on Monday, September 10, 2012 at 6:08 p.m. in the Council Chambers Franklin City Hall concerning the addition of an Afterschool Program Fee to Chapter 160, Fees, 160-1 Fees charged for service by the City of Franklin. Motion seconded by Councilor Desrochers.

Mayor Merrifield read Ordinance #-04-13 into the record:

AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Twelve;

Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code, Chapter 160, Fees, 160-1 Fees charged for service by the City of Franklin be changed as follows:

	<u>Current Fee</u>	<u>Change To</u>
Afterschool Program Fee	\$0	\$25/week

Fee to be effective September 1, 2012

All in favor, motion passes to schedule a public hearing.

Other Business

Committee Reports

Councilor Boyd commented recently a Highway Safety Committee Meeting was held and the minutes will be available shortly.

Councilor Desrochers welcomed Superintendent Ward, SAU 18 to the City Council Meeting and he stated he hopes to see her at many more Council meetings in the future.

City Manager's Update

Mayor Dragon advised the Odell Park Family Fund Day and Chicken BBQ will be taking place Friday, August 10th from 2:00 p.m. to 6:00 p.m. Manager Dragon the demolition for 73 Elkins will be August 14 through August 17 and August 13 is the abating of the asbestos. On July 26th she attended a Boys and Girls Club of America meeting with Councilor Dzujna and some local citizens to discuss the possibility of creating a local Boys and girls Club in Franklin through a partnership with the Laconia Club and a follow up meeting will be scheduled with Director Alpers to discuss training/mentoring opportunities. She advised the EPA is going to be in Franklin for their \$200,000 check to the City on August 13, 2012 at 10:30 a.m. at 601 South Main Street.

Councilor Boyd commented on a problem with R&D Paving when they come out of Memorial Street onto Central Street, which is one-way; and apparently the City is allowing them to do this. He stated the other day he observed this and they had an enormous truck with a great big trailer with a big loader on it and he backed up four times before he could even get out onto Central Street. He stated he understands that is a problem, however, the City is allowing them to do this and if an accident occurs and the City has allowed them to come up the one-way street which no one else can do, it would be a major problem. He stated for one thing if they are going to come out with that size rig and back up traffic badly and coming up a one-way street then the Police need to be there to direct and control traffic while that is going on. Mayor Merrifield asked if it is being recommended that the City Manager contact R&D Paving and instruct them to do so. Councilor Boyd stated we need to tell them if they are going to be coming out of there with that size of a rig they need to contact law enforcement for assistance. Councilor Desrochers inquired of Councilor Clarenbach if there wasn't discussion at the last Municipal Service Committee Meeting of changing Memorial Street back to a two-way street. Councilor Clarenbach stated R & D Paving came to the meeting and they were having a problem with the two parking spaces that a temporary order was put in place for him to get back in but at that same meeting we learned he was actually going out against the one-way to get back out to Central Street. It is physically impossible for him to get out to Central without coming the wrong way. That was the discussion of how to actually try to provide for him to be able to travel against the one-way and R & D stated in the meeting the City had given him

permission. Councilor Clarenbach stated he could not imagine the City gave them permission, Unfortunately, as Councilor Boyd stated we have an issue that if something happens between this parking lot and Central Street, that the City is probably going to be an accomplish/participant in whatever action may occur. In the meeting there was discussion if there is enough room to make it two-way and only have a right turn and nothing was determined. However, Councilor Clarenbach stated what is being done now is not something that should sustain without at least police detail or some other action to provide for safer travel for R & D Paving or any other tractor trailer. Councilor Feener inquired how often is this occurring. Councilor Clarenbach stated daily; that was what the man from R & D stated at the meeting. Councilor Boyd stated the rig is about 140 feet long. Councilor Feener stated there is going to have to be some kind of communication between R & D and the Police Department to do this. Manager Dragon advised that Director Sullivan has been working with R & D Pavement, this is something that occurs very early in the morning and she stated she will have Director Sullivan follow up with R & D and have work on a better solution. There is a bus stop sign now for the first two parking spaces on Memorial Street to prevent people from parking there; that addressed the problem with him coming in at the end of the day so there is no longer an issue with the trucks coming in at the end of the day, so now we will need to find a way to resolve the morning issue. Councilor Boyd did point out sometimes it is 4:00 p.m. in the afternoon they are bring a rig out. Cournoyer stated he doesn't see why they can't haul their equipment out at 3 am or 4 am and park it somewhere else as it is a dangerous situation and the City should have to be liable for trying to be too accommodating.

Appointment to the Library Board of Trustees

Motion made by Councilor Cournoyer that the Franklin City council appoints Robert Morin to the Library Board of Trustees. Term of Service to January, 2013. Motion seconded by Councilor Clarenbach.

Motion made by Councilor Dzujna that the Franklin City Council appoints Jack Tobey to the Library Board of Trustees. Term of Service to January, 2013.

Mayor Merrifield advised a second is not required for a nomination.

Vote: 6 votes for Robert Morin

2 votes for Jack Tobey

Mr. Robert Morin is appointed to the Library Board of Trustees.

Acceptance of School Board Resignation

Motion made by Councilor Desrochers that the Franklin City Council accept Mr. Robert Lucas, Ward I resignation from the School Board with deep regret. Motion seconded by Councilor Sharon. All in favor, motion passes.

Mayor Merrifield advised that an appointee profile has been received for the School Board position but he suggested the Council hold off since it has been only three business days since the resignation was received. He further stated he knows of at least two other people who might be interested. Councilor Feener commented that it is so close to the election that he feels the Council should not make any nominations at this point; let them run for the seat. Councilor Desrochers noted that the person that submitted the profile states he will not run for the office in October and it really would be pointless to appoint someone for a short term if they don't even want to run for the office. Councilor Dzujna stated Choose Franklin has their Candidates' Night coming up on September 24 which would be a good opportunity for somebody to bring his views to the public.

Non-Public Session

Motion made by Councilor Feener that the Franklin City Council enter into a non-public session under RSA 91-A:3 II A, the dismissal, promotion or compensation of any public employees. Motion seconded by Councilor Desrochers.

Roll Call:

Councilor Cournoyer – Yes

Councilor Sharon – Yes

Councilor Starkweather – Yes

Councilor Clarenbach – Yes

Councilor Desrochers – Yes

Councilor Dzujna – Yes

Councilor Feener – Yes

Councilor Boyd – Yes

Mayor Merrifield called for a 5-minutes recess and then the Council entered into non-public session at 7:45 p.m.

Motion made by Councilor Feener that the Franklin City Council seal the minutes of the non-public session because releasing them would make the action taken ineffectual. Motion seconded by Councilor Sharon.

Roll Call:

Councilor Cournoyer – Yes

Councilor Sharon – Yes

Councilor Starkweather – Yes

Councilor Clarenbach – Yes

Councilor Desrochers – Yes

Councilor Dzujna – Yes

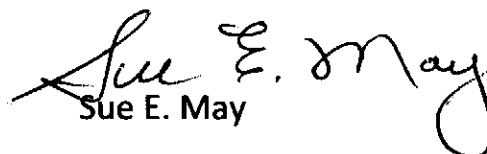
Councilor Feener – Yes

Councilor Boyd – Yes

Motion passes to seal the minutes.

Motion to adjourn made by Councilor Clarenbach, seconded by Councilor Sharon. All in favor, meeting adjourned at 7:57 p.m.

Respectfully submitted,


Sue E. May

Talking Points

The Franklin Mayor's Drug Task Force is a coalition of individuals and organizations coming together from all sectors of the community to address a common vision:

...a healthy environment for the drug and alcohol free development of our youth and families...

We serve the communities of Franklin and Hill, NH.

We are working together to strengthen policy, enforcement, & healthy community norms.

Specifically, our goals are:

GOAL 1: To establish and strengthen collaboration to support efforts to prevent and reduce substance abuse among youth through:

- Coalition-Building
- Community-wide Prevention Planning

GOAL 2: To reduce substance abuse among youth and, over time, among adults by addressing risk & protective factors in the Franklin-Hill community including:

- Parental Monitoring
- Enforcement
- Community Norms
- Access to Substances

Activities we are currently focusing on:

- Building on an already successful six-week Parenting Education Series for parents/caregivers of 0-12 yr. olds by developing a six-week Parent Education Series specifically targeted toward parents/caregivers of youth ages 13-18. This series for parents of older youth will be piloted starting in November.
- Providing a stipend for a qualified facilitator to conduct the Parenting Series.
- Developing more comprehensive ATOD school policies to present to our local SAU.
- Collaborating with local law enforcement to host two National Rx Take Back Days/year.
- Collaborating with City Clerk's office to include PR material about our permanent medication collection box in water bills that are directly mailed to residents.
- Active PR/media campaign having both paid monthly advertisements and articles in local publications including: The Three River News, The Home Town Voice, Weirs Times, Andover Beacon and Laconia Citizen.
- Partnering with regional Healthy Eating, Active Living Coalition (HEAL) to promote our local parks and trails for healthy activity, as well as promoting the local Tobacco Ordinance and Alcohol Policy prohibiting use of such substances in the City's parks.
- Partnering with regional Healthy Homes Committee to sponsor a two- hour training for local In-Home Providers/Home Care Professionals entitled "Prescription Drugs in the Home: Medication ID and Safe Storage/Disposal"
- Researching how we can effectively enforce the State's Drug Paraphernalia ordinance with local businesses that are selling such items.
- Increasing police bike patrols throughout the City's parks and Rail Trail.
- Partnering with FHS, to engage students for an active youth council, the Franklin Youth Initiative (FYI) who will be the youth-branch of our Task Force, constantly making sure that we are connected with the a key stakeholder group – the kids.
- Providing a stipend for a qualified Teacher Advisor to mentor and oversee Franklin Youth Initiative (FYI)

- Building the capacity of our Leadership Committee by having annual 'Leadership Committee Retreats' where members come together for ½ day of strategic planning. First Leadership Retreat took place in November 2011 with facilitation from a CADCA* trainer. Our second Retreat will take place on August 30th.
- Training Coalition Members to conduct one:one interviews with targeted sectors of the community to build relationships, solicit feedback on strategies, assess community needs and increase participation.

*Community Anti-Drug Coalitions of America (CADCA)

Accomplishments to date/ Successes concerning goal achievement:

- Became the first City in the New Hampshire to pass a local ordinance banning the sale/use of K-2 and Spice products (synthetic marijuana).
- Partnered with local healthcare and enforcement professionals to conduct 'Rx Abuse Information Sessions' for targeted audiences, including parents during the 2011 Middle School Open House Night and senior citizens at the TRIP Center.
- HEAL Collaboration:
 - Radio PSA promoting use of parks while highlighting Tobacco Ordinance/Alcohol Policy
 - Updated *Get Moving Guide*, a widely distributed publication, with Tobacco Ordinance/Alcohol Policy highlighted
 - Updated *Walking Guide*, widely distributed publication, with Tobacco Ordinance/Alcohol Policy highlighted
- Healthy Homes Collaboration:
 - Training for In-Home Providers on Rx Abuse & Safe Storage/Disposal scheduled for August 21st
- Installed permanent medication collection box at Franklin Police Department, which is one of only a handful in the state.
- Have collaborated with the Franklin/Tilton Police Departments to promote and assist with three National Drug Take Back Days, in total collecting near 500 lbs. of unused/expired medications from local residents.
- Established and continue to develop Franklin Youth Initiative (FYI) as an active youth council focusing on prevention efforts within their school and community.
- In collaboration with Community Health Institute (CHI), conducted focus groups and key informant interviews with local professionals, parents and youth to gather additional, current local substance abuse data that we are using to inform our strategies.
- Collaborated with Franklin Opera House and Franklin Parks & Recreation to support a Franklin Area Children's Theater (FACT) production of "I Believe in Me", an original creation. Franklin HS students interning with FACT worked with the younger students to create a script that incorporated messages about healthy living and making healthy choices.
- Have increased collaboration to support community-wide prevention planning – partners include: Casey Family Services, LRGHealthcare, CCNTR (HEAL Coalition; Healthy Homes Committee), Franklin Parks & Recreation, City Government, Franklin High School, Franklin Middle School, Paul Smith Elementary School, Franklin Opera House, Franklin Area Children's Theater, Franklin PD, Franklin Fire Department, Phoenix House, TRIP Center, Merrimack County Juvenile Diversion Program, New Futures, Capitol Area Regional Prevention Coalition.
- Building the capacity of our Coalition by sending members to New Future's Community Leadership Initiative, which is a full-day advocacy training for prevention professionals and community members.
- Building the capacity of our Youth Council by providing training and support from statewide advocacy organization, New Futures, directly to our FYI students so that they could successfully organize themselves to offer testimony in both our local House and local Senate against the decriminalization of marijuana.

- Building the capacity of our Youth Council by supporting members to attend national conferences for prevention professionals. In February, Coalition Coordinator, FYI Teacher Advisor and three FYI students attended CADCA's Leadership Forum where the students participated in the National Youth Leadership Initiative (NYLI) program which culminated in a visit to Capitol Hill to advocate directly to their Senators.
- Building the capacity of our Coalition by supporting members to attend CADCA's Mid-Year Training Institute in July 2012, where they networking with prevention professionals from around the nation and learned about best practices in the field.

Challenges in goal achievement:

- The strained relationship between the City and the School District unfortunately creates tension b/w individuals who ultimately have to work together to create broad-based environmental change.
- Under our current structure, we have only one full-time staff member. The rest of our efforts rely on contracted services (Evaluation and PR) and volunteer support. As with any volunteer-run effort, there are always challenges in securing enough volunteers who have the time to devote on a regular basis.
- Being a rural City, we have both 'rural' and 'urban' challenges.

Things that make our coalition unique:

- We are very proud to have been started as an initiative of our local government, and continue to receive substantial in-kind support from the City.

Considerations for future activities to meet defined goals:

- Work with SAU to expand age-appropriate NH Youth Risk Behavior Survey (YRBS), or similar age-appropriate survey, to our Middle School population.
- Work with SAU to figure out how to have a designated full-time Health Teacher for the Middle School.
- Conduct additional Focus Group and Key Informant Interviews with School Administration, City Councilors, City Staff, Teachers and other key stakeholder groups.